

DEPARTMENT OF BENEFIT PAYMENTS

744 P Street, Sacramento 95814

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October 4, 1976

ALL-COUNTY LETTER NO. 76-123

TO: ALL COUNTY WELFARE DIRECTORS
WELFARE FISCAL SUPERVISORS
COUNTY AUDITORS
ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENDITURE CLAIMING

REFERENCE:

This is to provide information on the following revised county welfare administrative expense claiming forms:

DFA 327.2 Eligibility and Nonservice Program Distribution
DFA 327.4 Eligibility and Nonservice Modification Sheet
DFA 327.7 Eligibility and Nonservice, Nonfederal Fund Distribution Report
DFA 327.7A AFDC/NAFS EW and Cost Distribution Report
DFA 327.9 Total Expenditures Fund Distribution Report
DFA 403 Reconciliation of Time Studies to Allocable Salary Pools

These forms were forwarded to the counties under separate cover.

Information is also provided regarding types of activities to be charged to the WIN Program. Also included is claiming information on Laotian Refugees, additional CETA salaries, and Food Stamp space costs.

Revised Claiming Forms

The DFA 327.2, 327.4, 327.7, and 327.9 have been revised to reflect Medi-Cal Simplification which resulted in combining the MNO and Medical Indigent lines into a "Medi-Cal" line on the claiming forms. Under Medi-Cal Simplification, MNO and Medically Indigent (MI) cases will now be handled as an integrated Medi-Cal case for purposes of eligibility determination and budget computation.

DFA 327.7A AFDC/NAFS EW and Cost Distribution Report

The changes on the DFA 327.7A primarily reflect the line adjustments due to Medi-Cal Simplification. In addition, however, the mechanics for computing the various EW staff has been changed to allow for full-time equivalent positions. This change merely involves the use of a new line item (B, 3, c) on the revised DFA 403 (see below).

DFA 403, Reconciliation of Time Studies to Allocable Salary Pools

As the result of concern expressed at recent CWDA meetings, the determination of eligibility staff by County Administrative Expense Control has been changed to provide for part-time eligibility staff. In the past, all eligibility workers who completed a time study were considered full-time employees. A revision of the DFA 403 has been made to convert part-time eligibility workers into full-time equivalent positions. The conversion method to be used is as follows:

- Step 1: Multiply the number of working days in the time study month by the number of normal working hours in one day.
- Step 2: Divide total hours worked by part-time employees (including vacation and sick leave and excluding any overtime) by the product of Step 1. The result of this will give the full-time equivalency of the part-time eligibility workers.

WIN - Work Incentive Program

A. WIN Other Purchased Services

Several counties have requested further definitions of the "other purchased services" which currently may be purchased with WIN Supportive Services funds. Listed below are these definitions.

1. Family Planning Services include counseling, educational, and medical services (including diagnosis, treatment, drugs, supplies, services, and related counseling furnished, prescribed by, or under the supervision of a physician) to enable appropriate individuals (including minors) to voluntarily limit their family size or to space their children.

Since family planning is a service provided under Title XIX, the Medi-Cal program is the primary resource for family planning services for registrants. However, if the individual is not eligible for Medi-Cal, WIN funds can be used for the purchase of such services.

2. Employment-Related Medical and Remedial Care and Health-Related Services consist of counseling on health care matters and resources, and of help in obtaining, as well as purchasing, medical care and services directed toward overcoming physical and emotional health problems likely to jeopardize or limit the immediate employability of an individual who otherwise has the potential for work. Employment-related medical, remedial, and health care services may be provided with WIN funds, provided such services are not available under the state's Title XIX plan or are not otherwise available through the Veterans Administration, Vocational Rehabilitation, Public Health Service, Maternal and Child Health Service, or state and local health programs.

3. Selected Vocational Rehabilitation Services are defined as therapeutic and restorative services to correct or substantially improve a physical or mental condition which may be a barrier to employment.

These services may be purchased with WIN funds only when they are not available through the vocational rehabilitation agency and when there is reasonable expectation that such services will enable the individual to engage in unsubsidized work.

Expenditures for the above services must be claimed on the DFA 325.3, Group III, A2, Operating Costs, and identified as Other Purchased Services - WIN. These costs are to then be carried to the DFA 327.3 Part III, Line D.

B. Child Care

All-County Letter No. 75-270, issued December 30, 1975, stated that the maximum reimbursement level of WIN Child Care for children two years or older is an average of \$1.14 per child/hour or actual program cost, whichever is less. It was also stated that the maximum reimbursement rate for children under two years of age is an average of \$1.35 per child/hour or actual program cost, whichever is less. Effective July 1, 1976, these rates were changed to:

1. For children two years of age or older, reimbursement is available at \$1.21 per child/hour or actual program cost, whichever is less.
2. For children under two years of age, reimbursement is available at \$1.44 per child/hour or actual program cost, whichever is less.

C. WIN Incapacity Medical Exams

As stated in All-County Letter No. 76-92, the costs for medical examinations to determine incapacity of AFDC-FG or U recipients for employment registration are eligible for 100 percent federal financial participation (FFP) from the Department of Labor. These expenditures and the number of examinations performed are to be direct charged on the Administrative Expense Claim on the DFA 325.2, Group III A 2, and labeled as "Incap. Med. Exams." Effective October 1, 1976 the maximum amount authorized for each medical examination is \$22.50 or actual costs, whichever is less. Cost for these examinations that exceed the \$22.50 limitation must be entered on the Administrative Expenditures Claim, DFA 325.2, Group VI, Extraneous, and identified as the WIN exemption examination fees over the maximum allowable. Funds allocated to California for this purpose are very limited. Therefore, it is important that every effort be made ensure costs charged to WIN for exemption examinations fall within the definitions as outlined in All-County Letter No. 76-92 dated June 30, 1976.

Laotian Refugees

Effective July 1, 1976, refugees from Laos are eligible for assistance under the Indochinese Refugee Assistance Program on the same basis as refugees from Vietnam and Cambodia. All previous administrative expenditures claiming instructions issued for the Indochinese Program have been expanded to include county administrative costs for the Laotian Refugee Program.

CETA

SRS has notified Department of Benefit Payments (DBP) that federal financial participation is available for CETA salaries in excess of the amount reimbursed through the CETA Program. These excess salaries should be claimed in the salary pool appropriate to the CETA employee's current assignment.

Food Stamp Space

Effective July 1, 1975, DBP received authority from FNS to review and approve space costs applicable to the Food Stamp Program. Existing procedures for review and approval of county welfare space facilities housing several program functions such as Food Stamps, AFDC, SSI/SSP, etc., automatically included the space utilized for Food Stamp Program activities.

However, Food Stamp space facilities which were separate and apart from other welfare space facilities were not reviewed and approved by DBP. Therefore, counties currently claiming costs for these facilities must submit requests for approval of those costs to DBP. In addition, all costs must be broken out and identified to specific address for claiming purposes. Space costs for separate Food Stamp Issuance facilities must be claimed on the DFA 325.2, Group III, B2, and identified by address. Costs for all other separate Food Stamp facilities must be claimed on the DFA 325.1, Group II, B, and identified by address. The approval processes for Food Stamp space costs are the same as for other welfare space as outlined in FM 25-829. For additional information, contact Phyllis Kaneff, Claims Audit and Control, 916/445-0480.

Should you have any questions concerning this letter, please contact Laura Williams or Ernie Van Sant at 916/445-7046.

Sincerely,

K S Adams
GARY G. ADAMS
Deputy Director

cc: CWDA